

Dear State Agency on Aging Director,

The Administration on Aging invites State Agencies on Aging to participate in a voluntary effort to support the development and use of a representative, practical set of performance outcome measures. These measures can be used to document the impact of the activities and services of the Aging Network.

The purpose of the Performance Outcomes Measures Project is to support planning and analysis of the results attributable to Older Americans Act Title III and related programs. Using the criteria, forms, and procedures, enclosed as Appendix A, the Administration on Aging encourages agencies to help the Aging Network develop exemplary performance outcome measurement processes by participating as part of this initiative, which builds on the foundation established by the Administration on Aging's (AoA's) current performance outcome measures project.

This letter encloses Guidelines for your consideration in preparing a grant application. *Part I* of the Guidelines describes the program priority, "Model State Performance Outcome Measures," under which the AoA is inviting State Agencies on Aging, in collaboration with Area Agencies on Aging, to submit cooperative agreement award applications for funding. *Part II* describes the procedures for preparing and submitting the application.

All of the forms (Standard Form 424), Assurances, and Certifications necessary to complete the application are included following Part II. Awards to be made under this program priority for activities beyond the first year of the project are subject to the availability of funds.

The *deadline date* for the submission of applications is August 1, 2001.

Application receipt point: Department of Health and Human Services  
Administration on Aging  
Office of Management, Div. Of Grants Management

Cohen Building, Room 4257  
330 Independence Avenue, S.W.  
Washington, DC 20201

For further information contact:

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I wish to encourage every State Unit on Aging to give serious consideration to participating in this important cooperative effort.

Sincerely,

Norman L. Thompson  
Acting Principal Deputy  
Assistant Secretary for Aging

Enclosure (application packet)